

**Policy Guidelines for Use of the E. Barrett Prettyman United States Courthouse  
and the William B. Bryant Annex by Outside Groups**

(As amended September 1, 2010)

To avoid conflicts with the business of the courts occupying the courthouse and annex, minimize ad hoc decision making and avoid unfairness, and comply with security policies, the following guidelines regarding the use of the courthouse and annex by outside groups have been approved by the Circuit Judicial Council and are effective as of March 19, 1987 (as amended by the Circuit Judicial Council on October 12, 2000, March 3, 2008, and September 1, 2010).

1. No use of the courthouse or annex will be permitted if it would materially affect the normal operation of the courts and their support staffs.
2. No use will be permitted if the activity would cause cleaning, heating/air conditioning, or security problems or undue wear and tear. If an outside group schedules an event outside normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) that requires additional cleaning or heating/air conditioning, the outside group may be required to pay for those services.
3. Outside groups wishing to have food or beverages (including bottled water) as part of their events must have catering provided by the food service vendor that manages the courthouse cafeteria or a private catering company whose employees are cleared by the U.S. Marshals Service.
4. No use of public spaces (i.e., atrium, cafeteria, public corridors, etc.) will be permitted for political, business, publicity, or personal purposes.
5. Use by law schools will be restricted to trial or appellate practice courses (moot courts, etc.) requiring courtroom settings.
6. Legal seminars or practice institutes by and for the practicing bar will be limited to those in which judicial branch personnel participate for instructional purposes or which require a courtroom setting.
7. Except as otherwise provided herein, the use of any device that has the capability to photograph, record, or videotape is prohibited. The use of such equipment is permissible within a judge's chambers and courtroom at the discretion of the judge. Videotaping, recording, or photographing educational programs, special events, and parole hearings may be permitted with prior approval of the chief judge or court unit executive<sup>1</sup> of the sponsoring court and under such conditions as he or she may prescribe. Acting at the direction of the chief judge of the sponsoring court, the special assistants to the chief judges are also authorized to approve these requests. The chief judge, court unit executive, or special assistant to the chief judge will notify the U.S. Marshal in writing<sup>2</sup> in advance of the event that use of these devices by an outside group is authorized.

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<sup>1</sup>Court unit executives include the Circuit Executive, Clerk of the Court of Appeals, Clerk of the District and Bankruptcy Courts, and Chief Probation Officer.

<sup>2</sup>Written notification may be done by memo, letter, or court order.